

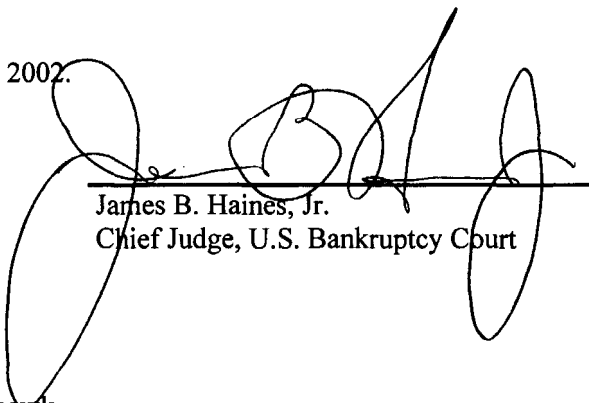
**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MAINE**

**STANDING ORDER REGARDING PROPER FORMAT FOR ALL FILINGS**

On January 19, 2002, the clerks office converted to the U.S. Courts' new Case Management system. **The electronic file is now the official file.** At a yet to be determined date, we will discontinue retaining paper copies of all new filings. Therefore, it is critical for clerks office staff to be able to convert filed documents to electronic (PDF) format. For this to be accomplished efficiently, the following should be observed:

- (1) paper used must be of a weight and composition to allow it to be readily scanned by a high speed scanner – no coated, heavy or curling paper, no onionskin;
- (2) no double-sided pages;
- (3) no staples;
- (4) no carbon copies;
- (5) no tabbed exhibits;
- (6) documents must be letter size – 8 ½ x 11 inches;
- (7) the left margin of the matrix must be approximately 3" from the left edge of the paper and all entries must be lined up with the left margin (see example below).

Dated at Portland, Maine, this 25 day of January, 2002.

  
\_\_\_\_\_  
James B. Haines, Jr.  
Chief Judge, U.S. Bankruptcy Court

Acceptable matrix format:

GE Capital - Mohawk  
c/o Client Services, Inc.  
3451 Harry S. Truman Boulevard  
St. Charles, MO 63301

GE Capital - Disney  
P.O. Box 103101  
Roswell, GA 30076

Dead River Oil Company  
500 Kennedy Memorial Drive  
Waterville, ME 04901